



**ADOPT  
-A-  
PLACE**

**ADOPT-A-PLACE  
NEIGHBORHOOD BEAUTIFICATION  
PROGRAM**

Provided by:

Housing and Economic Development  
Department

**PACKET I**

**TOGETHER  
WE  
CAN!**





Neighborhood  
Beautification  
Program

# When everyone takes part everyone can take pride.

**ADOPT-A-PLACE** Supports individuals and organizations in the City of National City who want to take a more active role in the beautification of parks, streets, gateways, and public spaces.

**OUR MISSION** Is to increase awareness of our many public spaces & parks, encourage and recognize volunteer contributions and efforts and build community pride.

**THE PROGRAM** Is part of the National City Together We Can campaign encouraging individuals, businesses, community organizations and City Hall to work together in making National City cleaner, healthier, safer and more beautiful.



We're making National City Cleaner, Healthier, & Safer.



## PROGRAM DETAILS

This program is intended for organizations or individuals that want to participate on a more regular basis to monitor and maintain a specific street or area of the city. Organizations sign up to clean a specific area of the city at least four (4) times per year. Adopted areas must be ½ a mile long or more. As part of the program, the city will provide a one-time training, cleanup supplies and help with coordinating trash pickup.

1. **Application Process.** The organization shall identify a representative(s) to serve as the primary contact person who will meet with Public Works and a Housing and Economic Development (HEDD) representative to review program requirements and identify the area(s) that the group would like to adopt. Provide Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate covering all bodily injury and property damage arising out of its members'/employees' participation in the program. The organization will complete the "Adopt-a-Place Application" (A), the "Adopt-a-Place Agreement" (B), and the "Adopt-a-Place Indemnity Form – Group/Organization Form" (C), review "Safety Guidelines" (E), Complete "Signage Recognition" form (F) and identify an area no less than 1/2 a mile long from the "Preferred Areas" list (H). Organizations will be recognized via their name/logo on the permanent sign or banner for participation in the "Adopt-a-Place" program within thirty (30) days after the first cleanup and submitting their "Event Summary" (G).
2. **Collection Schedule.** The participant will provide the City with dates that litter collections will be held in order to track progress. Although litter collection is normally done away from traffic, advanced notification will allow the City to alert police and other City officials about the activity.
3. **Supplies.** Participants will receive a cleanup kit that includes safety vests, a broom, shovel, bags, gloves, dustpan, bucket and a litter-grabber. Since this is an ongoing effort, the organization is encouraged to reuse gloves and vests as much as possible.
4. **Disposal of Litter.** The City will identify with the organization specific locations where bagged litter will be placed for the City to promptly collect and dispose of after each collection event. Alternatively, the organization may arrange for small amounts of bagged litter to be set out for collection through the City's weekly residential trash collection program or at the organization or participant's place of business.
5. **Work Safely.** Participants must follow the guidelines listed on the "Adopt-a-Place Safety Guidelines" (E). The work of volunteers should be a positive experience, but dealing with trash and litter in public areas has risks. Since the safety of volunteers is crucial, the City urges participants to use common sense and care when participating in the "Adopt-a-Place" program.
6. **Report Results.** Reporting volunteer hours and the amount of material collected is a key part of measuring success. Organizations should complete and submit the "Adopt-a-Place Event Summary" (G) after each event.
7. **Leadership Changes & Discontinue Adoption.** The primary contact person must notify the City and update records if there is a leadership change. If the organization desires to discontinue the adoption, the primary contact person should notify representative from Housing and Economic Development and the agreement will be terminated.

## ADOPT -A- PLACE

### PROGRAM RECOGNITION

**Public Recognition.** Participating organizations will be recognized via their name/logo on a permanent sign or banner for participation in the “Adopt-a-Place” program within thirty (30) days after the first cleanup and submitting the “Event Summary” (G). The organization will also be publicly recognized by the Mayor at a reception prior to a City Council meeting.



## APPLICATION PROCESS

Our application process is quite simple and the City is here to help you at any stage of your application process. Please identify the following steps, so we may review your request and guide you along our Adopt-A-Place process for approval.

### Step 1 Identify a space to adopt.

1. Community organizations and local small businesses can visit the National City website for a list of public spaces to adopt or they can email [Mgamwell@NationalCityCa.gov](mailto:Mgamwell@NationalCityCa.gov) or call 619-336-4216, to suggest an area to adopt.
2. Download the application online to adopt.

### Step 2 You apply.

1. The organization or business shall identify a representative(s) to serve as the primary contact person who will meet with City staff to review program requirements and identify the area(s) that the group would like to adopt.
2. Organization or business will provide Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate covering all bodily injury and property damage arising out of its members'/employees' participation in the Adopt-a-Place Program.

3. The organization will complete the "Adopt-a-Place Application" (A), the "Adopt-a-Place Agreement" (B), and the "Adopt-a-Place Indemnity Form – Group/Organization Form" (C), review "Safety Guidelines" (E), Complete "Signage Recognition" form (F) and identify an area no less than 1/2 a mile long from the "Preferred Areas" list (H). Organizations will be recognized via their name/logo on the permanent sign or banner for participation in the "Adopt-a-Place" program within thirty (30) days after the first cleanup and submitting their "Event Summary" (G).

### Step 3 Organize quarterly clean-ups

1. A City staff member will work with the organization to schedule clean up dates.
2. City staff will organize a one-time training and safety presentation for organizations before beginning their first clean up.
3. City staff will coordinate with organizations on how to check in and check out tools during quarterly clean ups.
4. Public Works will assist to coordinate trash pickups after quarterly cleanups.



## Neighborhood Beautification Program

### ADOPT-A-PLACE APPLICATION (A)

Name of Organization/Business: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Applicant's Mailing address (if different than above): \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

Adopted Location (block, street, area, etc.): \_\_\_\_\_

Collection Schedule Year: \_\_\_\_\_

	COLLECTION 1	COLLECTION 2	COLLECTION 3	COLLECTION 4	COLLECTION 5 (OPTIONAL)
Dates of Collection Events					
Times of Collection					

### Supply Inventory

TYPE OF SUPPLY	QUANTITY PROVIDED	QUANTITY USED	QUANTITY USED & HELD FOR FUTURE USE	QUANTITY RETURNED
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				
Litter-Grabber				

### Litter Disposal Arrangements

- ☐ Litter Disposed with Organization's Trash  
Address \_\_\_\_\_
- ☐ Litter Disposed with Volunteer's Trash  
Address \_\_\_\_\_
- ☐ Litter Collected by City with arrangements with Public Works.  
Identify drop points & explain arrangements \_\_\_\_\_
- \_\_\_\_\_

**ADOPT  
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**ADOPT-A-PLACE PREFERRED AREAS (H)**

STREET	LIMITS
8th Street	National City Blvd. to Highland Ave.
El Toyon Park	2005 E 4th Street
Highland Ave.	8th Street to 16th Street
Highland Ave.	E 18th Street to 30th Street
Kimball Elementary	302 W 18th Street, National City, CA 91950
Kimball Park	E 12th Street
Morgan Square	National City Blvd.
National City Blvd.	Division Street to 4th Street
National City Blvd.	8th Street to 16th Street
Paradise Creek	Near Paradise Creek Apartments
E. Plaza Blvd.	Harbison Ave.
E. Plaza Blvd.	16th Street connected by Highland Ave. and Palm Ave.
SUHI	2900 Highland Avenue, National City, CA 91950